

MISSISSIPPI AIR NATIONAL GUARD

MILITARY POSITION ANNOUNCEMENT

Air Active Guard/Reserve (AGR)

(Restricted)

OPENING DATE: 19 November 2014

ANNOUNCEMENT NO: 15-1105res

CLOSING DATE: 3 December 2014

POSITION TITLE: Human Resources Officer
(Military)

MINIMUM GRADE: Maj/O4

MAXIMUM GRADE: Lt Col/O5

LOCATION OF POSITION: 186 ARW, Meridian, MS

MILITARY ASSIGNMENT REQUIREMENT: Officer

REQUIRED AFSC: 38PX

Restricted to permanent on board AGR officers of the 186 Force Support Squadron.

GENERAL:

This position manages, coordinates, directs, and oversees work through subordinate supervisors for all functional areas of the Military Personnel Flight for the wing and supported units and to exercise second level supervisory and managerial authorities.

DUTIES AND RESPONSIBILITIES: (Not all inclusive, will be fully explained during interview)

Serves as a staff advisor responsible for providing military human resources assistance, guidance, and direction (personally and through subordinate staff) to military units. Work includes administration and oversight of annual budgets, management of operations and maintenance funds, recruiting and retention, formal schools, and specialty orders accounts pertaining to the Military Personnel Flight. Provides supervision, guidance, and team leadership to dual and non-dual status, Active Guard Reserve (AGR), and traditional, drill status members. Ensures Military Personnel Flight (MPF) personnel are trained, and resources are available to accomplish the state and federal military mission. Performs long-range strategic planning and organizational development necessary to accomplish military human resources and training programs essential to State Air National Guard daily operations and readiness missions. Directs, manages, plans, organizes, and controls military personnel, recruiting, retention and education and training activities for all military organizations supported by the MPF. Directs the military recruiting activity. Manages accession programs with the objective of filling all authorized positions with qualified personnel. Responsible for local force management initiatives such as identifying projected vacancies for fill action in order to avoid periods of limited personnel readiness. Directs customer service activities. Directs and monitors military human resources services in the personal affairs functions including military recognition programs, health, dental, and family insurance programs. Directs force management initiatives, to include assignment/reassignment, training/retraining, administration of enlistment processing and promotion programs, as well as reenlistment/extension, separation and retirement processing. Ensures the military appraisal system for airmen and officers is conducted in a timely manner and in accordance with directives. Ensures enlisted and officer processing and accession actions are accomplished in accordance with established standards and in a timely manner. Directs and manages the Annual Selective Retention Program, Unsatisfactory Participation Program, Weight Management Program, and the Line of Duty Program. Oversees implementation of military human resources programs for full time technicians, dual status technicians, and non-dual status technicians, and Active Guard Reserve (AGR) under the guidance and purview of the state Human Resource Office (HRO). Provides supervision for assigned "Remote Designee". Performs other duties as assigned.

APPLICATION INSTRUCTIONS: All applications must be submitted to Military Department, State of Mississippi, ATTN: JFH-MS-HRM, P O Box 5027, Jackson, MS 39296-5027, if using United States Postal Service (USPS).

If ground delivery is used (UPS or FEDEX), submit to Military Department, State of Mississippi, ATTN: JFH-MS-HRM, 1410 Riverside Drive, Jackson, MS 39202-1237.

Applications must be received by the Human Resources Office no later than 1630 hours on closing date. Government postage paid envelopes or facsimile machines will not be used to submit applications.

Applicants must submit the following forms:

1. NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position, signed and dated.
2. Copy of the most recent AF Form 422, Physical Profile Serial Report. Also submit an AF Form 469, Duty Limiting Condition Report, if currently on a temporary physical profile.
3. ANG Fitness Assessment Results.
4. RIP - Report Individual Personnel.

NOTE: Point of contact for additional information is CMSgt Miller, commercial (601) 313-6195 or DSN 293-6195. Individuals who do not meet the minimum qualifications will not be considered.

SUPPLEMENTAL PREREQUISITES:

1. Must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Must have physical exam approved by State Air Surgeon prior to entry into the AGR program.
2. Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented DLC which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required.
3. Military grade will not exceed the maximum military duty grade authorized on the UMDG for the position.
4. Eligibility/Mandatory requirements for this AFSC are located in the current Air Force Officer Classification Directory (AFOCD).

EQUAL OPPORTUNITY: The Mississippi National Guard is an Equal Opportunity Employer. Assignment will be made without discrimination for any reason such as race, color, religion, sex, national origin, politics, or marital status.